

**Delaware Open Data Council
Final Meeting Minutes
10/10/2016**

Council members Present:

Rhonda Lehman, DTI (Chairperson)
Dana Rohrbough, DOS / GIC (Co-Chairperson)
David Blowman, DOE
Jill Fredel, DHSS
Li Wen Lin, DeIDOT
Mike Mahaffie, DNREC

Council Members Available Via Telephone Conference / SKYPE:

Steven Yeatman, DSCYF
Dean Stotler, OMB
Kristopher Knight, Dept. of Finance

Others:

Miriam Pomilio, OMB / [FirstMap Open Data](#)
Sheila Hunton, DOS

Council members not present:

Robert Zimmerman, DNREC
Meredith Tweedie, Governor's Office / Counsel

The Meeting was called to order at 1:05pm.

Welcome / Introductions of those in attendance in person and via Skype

Minutes from the Previous Meeting (8/22/16)

- Rhonda Lehman of DTI opened the meeting with review of the minutes from the previous meeting
- A motion was made to approve the minutes by council member Jill Fredel of DHSS and seconded by Mike Mahaffie of DNREC once all members present had an opportunity to review them

The Status of Strategic Plan:

- In previous meeting on 9/20/16, Open Data Council members had met via Skype to review and finalize the Open Data Council's Strategic Plan
 - The council's recommendations and revisions were added to plan
- Council Chairs Dana R. & Rhonda L. had met and submitted the plan to CIO Collins with the goal of having the plan submitted to the Governor's Office by 9/30.
- On 10/3/16 CIO James Collins had reviewed the plan and provided comments and suggestions to be included in the plan

- The council chairpersons had re-submitted a revised plan which included some of the recommendations of CIO Collins along with revisions
 - The council hopes that the revised plan will be submitted to the Governor's Office within the next few business days
- Note: CIO Collins made a suggestion that the plan should also include some feedback from the public

Launch Event:

- Dana Rohrbough of GIC / DOS provided an outline of the Open Data Portal Launch [The Delaware Technology Forum](#) in partnership with DTI, Delaware Technical Community College, 1313 Innovation, [ZipCode Wilmington](#) and Open Data Delaware to take place on Wednesday, Oct. 19th at 5pm
- The event location is: [1313 Innovation, 1313 N. Market Street, Wilmington, DE](#)
- CIO Collins will be the emcee and council members and others who will be attending are encouraged to register for the event via the Tech Forum event page at: <http://techforumde.org/event-2339406>
- Council members, partners and guests attending are asked to gather earlier beginning at 4:30pm
- The event will also feature some prototypes of projects by [ZipCode Wilmington](#) to demonstrate how open data can be used by businesses, entrepreneurs, the tech community and others
- The press conference event taking place from 5 – 5:30pm is free, however the Tech Forum Panel portion of the event which begins at 6pm requires prior registration for a fee of \$25 for non-members
- Council members should notify the Dana R. if their state department cabinet secretaries will be attending via email

Status of Datasets:

- Approximately 40% of the initial datasets identified by the council, will be ready for publishing to the Open Data Portal pending final approval
- [FirstMap](#) Open Data GIS and mapping layers has also been approved for publishing to the portal
- DHSS, DelDOT / FirstMap, DOE and DSCYF have datasets that will be published to the portal by the live launch date pending final formal agency approval
- DOS is waiting for updated datasets, once they are formally approved they will be placed on the portal
- Some of the initial datasets identified are not yet ready for publishing to the Open Data Portal for the following reasons:
 - Data dictionaries and metadata need to be created and loaded to the portal
 - Automation versus manual refresh and frequency of updates are to be determined by the agencies providing the data

- Some agencies have requested additional time to review / validate data before final approval and submission for posting to the portal

Open Checkbook Discussion:

- Kristopher Knight, of the State of Delaware's Department of Finance who is responsible for the [State's Public Checkbook](#) and & Credit Card data has recently had an opportunity to review the State of Massachusetts' Comptroller's [CTHRU Open Records](#) web-based platform. Massachusetts also has an open checkbook site as well.
(<http://opencheckbook.itd.state.ma.us/analytics/saw.dll?Dashboard>)
 - The site features Massachusetts' open spending data including payroll.
 - Drill-downs of data details is available at multiple levels
 - Rhonda L. demonstrated the site and various screens for council members to view during the meeting
 - Mike Mahaffie of DNREC commented that he liked the way Massachusetts had implemented their tool and expressed that he would like to see that same application for the Division of Revenue to have similar capabilities on the Open Data Portal
 - Rhonda L. commented that the state's (DE's) [Checkbook](#) does not have as many layers of drill-down detail

Inviting Other Agencies to the Council Discussion:

- Rhonda L. led the conversation about inviting other agencies / departments to join the council
 - Dean Stotler of OMB made the recommendation that we directly inquire of other agencies to volunteer their datasets and council members agreed.

Old Business:

- There are no old items for discussion.

New Business / Discussion:

- There are no new items for discussion.

Next Steps:

- **Next Meeting date: Nov. 14 @10am, in Wilmington**
- Purpose: To discuss the initial launch event and review datasets.

Public Comment:

- No public comments were offered.

The meeting adjourned at 2:35pm.